



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Tribal Transportation Planner
DEPARTMENT: Public Services Department
SALARY: Depending on Qualifications
CLASSIFICATION: Regular Full Time/Non-Exempt
OPENING DATE: June 26, 2014
CLOSING DATE: Open Until Filled

SUMMARY OF JOB DUTIES:

The Tribal Transportation Planner will provide planning support for the operations within The Hualapai Transportation Division Roads Program. This position will conduct the annual collection and update of transportation data, prepare and present annual plans and reports utilizing mapping and GIS system software, complete transit system development, and will solicit meaningful community participation. Incumbent's primary responsibility to the Tribe's Transit Program is adherence to the administration and compliance regulations for the 5311(c) Tribal Set-aside funding from the Federal Transit Administration and Arizona State Department of Transportation funding, as well as all other future transit funding source compliance regulations. The incumbent shall assume primary responsibility for funding activities associated with the creation, operation and maintenance of the Hualapai Transportation and Transit Systems and supplemental funding support of the TTP Program

ESSENTIAL FUNCTIONS:

- Maintain adequate contract records and files on all transit or TTP planning projects and related material for Tribal archives.
- Develop and maintain a working relationship with the appropriate entities such as municipality, state, other Tribal governments, federal, Bureau of Indian Affairs, U.S. Forest Service, National Park Service, Federal Highways Administration, etc.
- Attend appropriate trainings, workshops, and meetings and represent the Tribe at meetings and functions related to the Transit or TTP Planning Programs.
- Seek out and obtain future funding from federal, state or private agencies, organizations or foundations for transportation planning, roads and public transit.
- Facilitate public review of the Long-Range Transportation Improvement Plan and update and add new inventory as necessary.
- Assist the Roads and Utilities Manager with the preparation of preconstruction related work through the use of engineering consultant.

- This work includes environmental documentation, archeological clearances, permits, right-of way, plans, specifications, and engineers' estimate to ensure the Tribe has met its regulatory requirements to construct a transportation project under the assumption of the program.
- Assist the Roads and Utilities Manager in the construction of transportation projects for the tribal government through the use of engineering consultant.
- Solicit suppliers through the use of a consultant or with local labor to obtain actual quotes for supplies related to the construction of local transportation projects.
- Provide assistance to the Transit Coordinator in establishing and maintaining compliance with the technical, financial, and administrative requirements of the FTA and ADOT funding sources.
- Assist the Transit Coordinator in conducting community outreach and other marketing strategies for the long term benefit of the programs.
- Assist in the development of presentations made to Tribal members, local jurisdictions, Tribal government, and other agencies.
- Will function as a back-up driver.
- Perform other duties as assigned by the Tribal Public Services Director.

MINIMUM QUALIFICATIONS REQUIREMENTS:

- Minimal requirement is a Bachelor's Degree in Transportation Planning, Transportation Engineering, or related field and three to five years' work experience in a similar position. Additional education and trainings may be substituted for work experience on a year-to-year basis.
- Must have a High School Diploma or GED.
- Must have a Valid Driver's License and be eligible for tribe's vehicle insurance.
- Must have a minimum of 5 years grant administration experience with one year allocated to Transportation grant management.
- Excellent communication and customer service skills.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several different variables in non-standardized situations.
- Ability to work effectively and respectfully within the Hualapai Tribe of Indians Community and Tribal culture.
- Must submit to a pre-employment and random drug/alcohol testing.
- Must have the ability to speak before groups of customers or employees related to the program.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and**

supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services available upon request to individuals with disabilities